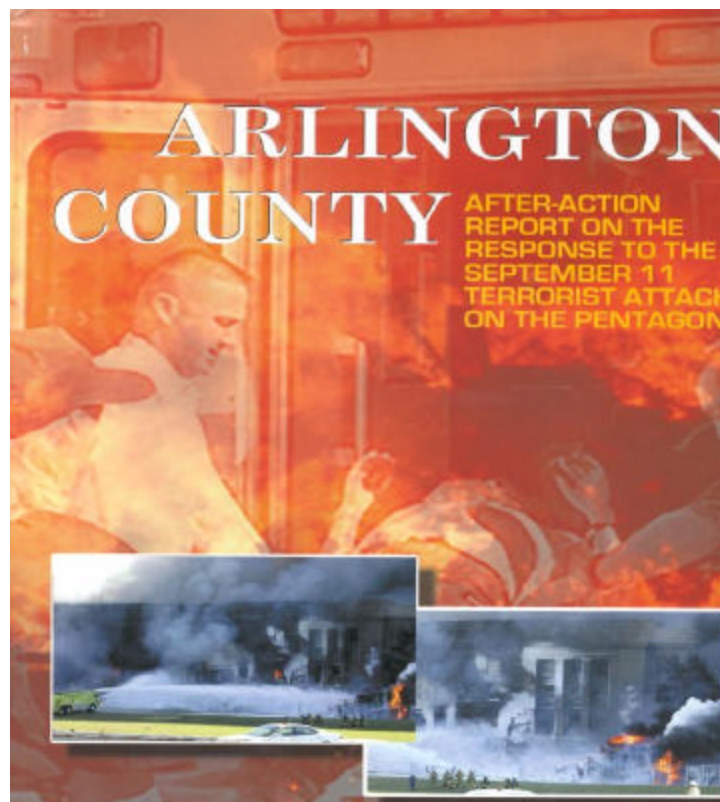


# State of Idaho Military Division

## Bureau of Disaster Services

2002 Supplemental Assistance Programs  
Planning  
Citizens Corps  
CERT

## Guidance and Application



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## SECTION 1 – INTRODUCTION AND PURPOSE

Much has occurred following the September 11, 2001, attacks on the World Trade Center and the Pentagon. The recent consolidation of federal agencies into the Department of Homeland Security will certainly change the way we do business, both with the Federal Emergency Management Agency and other federal entities.

This guidance gives Idaho the opportunity to apply for some very limited fiscal year 2002 Supplemental competitive funds that Congress and the administration is making available for three categories of preparedness.

Subgrants will be awarded on a competitive basis; therefore, not all counties will receive funding under these programs. However, BDS strongly encourages every county to at least implement a Citizen Corps Council, whether or not they apply for, or receive, supplemental funding. Each of the tribes is asked to implement an Indian Country Citizen Corps Council, whether or not they apply for, or receive, supplemental funding.

Data gathered by the FEMA indicates that private citizens want to be a part of the nation's terrorism preparedness program. President Bush has asked that citizens participate in this locally generated national program that will better prepare our nation to face the potential for terrorism within our homeland. Tribal delegates to the Native American Homeland Security Summit, which was held in Reno, Nevada last October, emphasized that they too want to participate in the nation's preparedness activities for Homeland Security.

The picture on the front cover of this guidance is chosen to represent the intent of these subgrants. The Arlington County After Action Report on the Response to the September 11 Terrorist Attack on the Pentagon is a good example of a successful local response to a federal disaster. Local government should consider this example in responding to a similar event, should it happen in Idaho.

### 2002 Supplemental Grants – Brief Overview

#### **Emergency Operational Planning**

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This planning program assists local and tribal governments with updating their Emergency Operations Plan for all hazards with special emphasis on WMD terrorism preparedness. Coordinated planning between the state and local level is essential for first-responder organizations to request and use future response resources. The 2002 Supplemental Planning Grant encourages a regional approach to planning approach.

#### **Citizen Corps Councils**

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This program is to facilitate volunteer programs throughout the county including tribes and incorporated cities. Counties could create a Citizen Corps Council, which may be part of the all-hazards Local Emergency Planning Committee (LEPC), or

could choose to have the Citizen Corps Council report directly to the Board of Commissioners.

This council would be tasked with organizing and coordinating all volunteer efforts for making the county more self-reliant in the face of natural and man-caused disasters. This team of volunteers would also support first responders and Community-based volunteer organizations, when needed.

### **Community Emergency Response Teams (CERT).**

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This program provides an avenue for increasing the level of community preparedness through functional training of citizens to make community residents more self-sufficient in the face of natural or man-made disasters. Additionally, graduates of the CERT program would be available to support first responders and county emergency managers, when requested.

## **The Regional Approach**

Applicants for 2002 Supplemental Subgrants are encouraged to use a regional approach in their application for a project. The use of a regional approach is particularly important for planning projects.

The subgrants have a special emphasis on “Regional Coordination” that may create special challenges and opportunities. A regional effort may involve one or more counties and should include multiple echelons of local government, such as cities or health, highway, sewer, school districts, as appropriate, within the counties, tackling a project that benefits all entities.

Typically, when two or more political subdivisions establish a partnership to work on a common project, *an agreement* is made to define the project and the responsibilities of the parties involved. To help formulate a partnership, the BDS recommends planning partners implement a Joint Exercise of Powers agreement (Idaho Code 67-2328, see Attachment I, page 30) that is specific to the regional planning, Citizens Corps or CERT project for which they are applying. In addition, subgrants will be awarded on a competitive basis that favors regional coordination partnerships. The joint exercise of powers is a useful tool to enable counties, cities, and tribes to work together.

## **Competitive Subgrants**

2002 Supplemental subgrants will be awarded on a competitive basis. A project application that is submitted by a county that establishes a partnership with multiple cities or other subdivisions of the county will be scored higher than a single county and city project. **Note:** Details on the point system used to select planning projects for grants are listed in the planning guidance section.

## **Project Evaluation**

Each application will be evaluated, ranked and scored by an independent intergovernmental committee consisting of members of the Idaho Association of

Counties, Association of Idaho Cities, Idaho Fire Chiefs Association, Idaho Sheriffs Association, Association of Idaho Chiefs of Police, EMS - Dia Gainor, President, IEMA, a Tribal Representative as well as a member of the Bureau of Disaster Services.

Application scoring will be based on:

- ? The number of counties participating in the project.
- ? The number of participating jurisdictions within the county.
- ? Population affected.
- ? Vulnerability factor, based on Department of Justice (DOJ) 2001 risk assessment conducted by Idaho Bureau of Hazardous Materials (BHM).
- ? Administrative compliance.
- ? Letter of commitment from participating partners or joint Exercise of Powers agreement.
- ? Project outcome is measurable.

## Project Assistance

Agencies applying for this award may use one of several organizations already established to assist in the writing and application of grants. Some organizations may also have the knowledge to complete the described project. A partial list of organizations includes but is not limited to:

### Region I

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#### 1. Panhandle Lakes

Suite C-1, 7830 Meadow Lark Way, Coeur d'Alene, ID 83815

Phone: (208) 762-4939\*; FAX: (208) 762-9859

Kim Golden, Coordinator/Assistant, Ext. 115\*

E-Mail: [kgolden@dm.net](mailto:kgolden@dm.net) and [panhan@dm.net](mailto:panhan@dm.net)

Kathy Dingman, Coordinator/Assistant, Ext. 114\*

E-Mail: [Kdingman@dm.net](mailto:Kdingman@dm.net)

#### 2. Panhandle Area Council (PAC)

Kay Kitchel

11100 Airport Drive, Hayden, ID 83835

Phone: (208) 772-0584; FAX: (208) 772-6196

### Region II

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#### 3. Clearwater RC&D

Phone: (208) 746-5587

4. Clearwater Economic Development Association

Eric Phillips, Executive Director  
1626 B 6th Avenue North, Lewiston, ID 83501  
Phone: (208) 746-0015; FAX: (208) 746-0576  
E-Mail: ceda@lewiston.com

5. Clearwater

220 E. 5th Street, Room 212-B, PO Box 9576, Moscow, ID 83843  
Phone: (208) 882-4960\*; FAX: (208) 883-4239  
Daniel Pierce, Coordinator/Assistant, Ext. 110\*  
E-Mail: dan.pierce@id.usda.gov and crcdc@moscow.com  
Janett Wagner, Coordinator/Assistant, Ext. 102\*  
E-Mail: Janett.Wagner@id.usda.gov

### Region III

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6. West Central Highlands

1805 Highway 16, Room 2, Emmett, ID 83617  
Phone: (208) -365-4475\*; FAX: (208) 365-7183  
Russel Manwaring, Coordinator/Assistant, Ext. 102\*  
E-Mail: wchrcd@idahorcd.org  
Arin Nesbitt, Coordinator/Assistant, Ext. 102\*  
E-Mail: anesbitt@idahorcd.org

7. Ida-Ore Regional Planning and Development Association

10624 West Executive Drive, Boise, ID 83713  
Phone: (208) 322-7033; FAX: (208) 322-3569  
E-Mail: ida'ore@cyberhighway.net

8. Southwest Idaho

132 Southwest 5th Avenue, Meridian, ID 83642  
Phone: (208) 888-1890\*; FAX: (208) 888-1536  
Bill Moore, Coordinator/Assistant, Ext. 4\*  
E-Mail: swidrcd@idahorcd.org  
Arin Nesbitt, Coordinator/Assistant, Ext. 4\*  
E-Mail: anesbitt@idahorcd.org

9. Compass, Community Planning Association of Southwest Idaho

Phone: (208) 855-2558

### Region IV

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10. Sage Community Resources

Kathleen Simko, Executive Director

Phone: (208) 322-7033

11. Region IV Development Association (RIVDA)

507 9th, Twin Falls, ID 83303  
Phone: (208) 732-5727; FAX: (208) 732-5454  
Joe Herring, Executive Director, Ext. 3003

12. Mid-Snake

1441 Fillmore Street, Suite A, Twin Falls, ID 83301  
Phone: (208) 733-5380; FAX: (208) 734-5138  
Julie Thomas, Coordinator/Assistant  
Phone: (208) 733-5380, Ext. 132; FAX: (208) 734-5138  
E-Mail: jathomas@fs.fed.us(FS) and Julie.Thomas@id.usda.gov

13. Region IV Local Emergency Planning Committee (LEPC)

121 3rd Avenue East, Jerome, Idaho 83338  
Phone: (208) 736-2190

14. Wood River

215 University Drive, Gooding, ID 83330  
Phone: (208) 934-4149\*; FAX: (208) 934-4327  
Polly Huggins, Coordinator/Assistant, Ext. 109\*  
E-Mail: Polly.Huggins@id.usda.gov  
Bonnie Beckley, Coordinator/Assistant, Ext. 102\*  
E-Mail: Bonnie.Beckley@id.usda.gov

## Region V

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15. Southeastern Idaho Council of Governments (SICOG)

Kathleen Lewis, District V LEPC, Executive Director  
Phone: (208) 233-4032, Ext. 26

16. Bear River

1860 North 100 East, North Logan, UT 84341-1784  
Phone: (435)-753-3871\*; FAX: (435)-755-2117  
Scott Ferguson, Coordinator/Assistant, Ext. 34\*  
E-Mail: scott.Ferguson@utnorthlog.fsc.usda.gov  
Camille Hansen, Coordinator/Assistant, Ext. 33\*  
E-Mail: camile.Hansen@utnorthlog.fsc.usda.gov

17. Southeast Idaho Council of Governments

214 East Center, PO Box 6079, Pocatello, ID 83205  
Phone: (208) 233-4032; FAX: (208) 233-4841  
E-Mail: sicog@poky.srv.net

18. Three Rivers



Suite 2, 1551 Baldy Street, Pocatello, ID 83201  
 Phone: (208)-237-4628\*; FAX: (208) 237-3412  
 Paula A. Jones, Coordinator/Assistant, Ext. 104\*  
 E-Mail: Paula.Jones@id.usda.gov

## Region VI

### 19. High Country

263 E. 4<sup>th</sup> N., Rexburg, ID 83440  
 Phone: (208) 356-5213\*; FAX: (208) 356-7240  
 Steve Smart, Coordinator/Assistant, Ext. 117\*  
 E-Mail: steve.smart@id.usda.gov  
 Tamara Egbert, Coordinator/Assistant, Ext. 104\*  
 E-Mail: tammy.egbert@id.usda.gov

### 20. East Central Idaho Planning and Development Association (ECIPDA)

310 N. 2nd East, Rexburg, ID 83440  
 Ted Hendricks  
 Phone: (208) 356-4524; Ext. 312; FAX: (208) 356-4544  
 E-Mail: ecipda@nstep.net

## The BDS Contacts

The following table lists the BDS Area Field Officers.

Table 1.					
NAFO North Area Field Officer	NCAFO North Central Area Field Officer	SWAFO Southwest Area Field Officer	CAFO Central Area Field Officer	SEAFO Southeast Area Field Officer	NEAFO Northeast Area Field Officer
<b>Fred Heywood</b>	<b>Debi Ruppe</b>	<b>Pat Lucas</b>	<b>Gary W. Davis</b>	<b>Ken Fagnant</b>	<b>Mike Clements</b>
208 666-6738	208 799-5127	208 334-3460	208 736-3076	208 238-9113	208 745-8641
Benewah	Clearwater	Ada	Blaine	Bannock	Bonneville
Bonner	Idaho	Adams	Camas	Bear Lake	Butte
Boundary	Latah	Boise	Cassia	Bingham	Clark
Kootenai	Lewis	Canyon	Gooding	Caribou	Custer
Shoshone	Nez Perce	Elmore	Jerome	Franklin	Fremont
		Gem	Lincoln	Oneida	Jefferson
		Owyhee	Minidoka	Power	Lemhi
		Payette	Twin Falls		Madison
		Valley			Teton
		Washington			

Planning Program Manager — Dale Nalder, Consequence Management Planner  
 334-3460, [dnalder@bds.state.id.us](mailto:dnalder@bds.state.id.us).

CERT Program Manager — Mietta Sibert, Trainer, – 334-3460,  
[msibert@bds.state.id.us](mailto:msibert@bds.state.id.us).

Citizens Corps Programs Manager — Cherylyn Murphy, -- 334-3460,  
[cmurphy@bds.state.id.us](mailto:cmurphy@bds.state.id.us).

Citizens Corps Program Coordinator – Charles Miller, -- 334-3460, [cmiller@bds.state.id.us](mailto:cmiller@bds.state.id.us).

All Grants Financial Grant Manager — A. LeiLani Jensen, 334-3460, [ljensen@bds.state.id.us](mailto:ljensen@bds.state.id.us).

All Grants Financial Grant Coordinator — Susan Cleverley, 334-3460, [scleverley@bds.state.id.us](mailto:scleverley@bds.state.id.us).

## Purpose of Subgrants

FEMA is providing grants to assist states, territories, Indian tribal governments, and local governments in preparedness for, and consequence management of, possible terrorist attacks and for other purposes. This package provides guidance for the FY 2002 Supplemental Funds that have been made available to fund activities in the following areas: (1) Planning; (2) Citizen Corps (3) Community Emergency Response Team program (CERT).

## Appropriation and Authorities

The 2002 Supplemental Appropriations Act For Further Recovery From and Response To Terrorist Attacks on the United States was passed by the Congress and signed by the President on August 2, 2002. (Public Law 107-206)

The activities fall within the authorities provided by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 USC 5121-5206, Public Law 93-288, as amended; the Department of Veterans Affairs, Department of Housing and Urban Development, and Independent Agencies Appropriations Act, 2000, Public Law 106-74, 38 U.S.C. 301; and the Omnibus Consolidated Appropriations Act of 1997, Public Law 104-208, 42 U.S.C. 250 *et seq.*

## GENERAL GRANT GUIDANCE

### Subgrantee Points of Contact and Signatory

The 2002 Supplemental Grant Guidance has been provided to each county board of commissioners, mayor and tribal leaders to ensure notification of the grant's availability. The Bureau of Disaster Services fully anticipates that each county emergency management coordinator and tribal emergency coordinator will be designated as subgrantee coordinator. BDS requests that a county commissioner sign each application, BDS Form 424.

The subgrantee coordinator is expected to facilitate application development for the three program areas. Project applications will be accepted only from the designated county or tribal subgrantee coordinator. Planning, CERT and Citizens Corps project applications from subdivisions of the county or tribe must be submitted through the designated subgrantee coordinator.

### Eligible Applicants

Counties are encouraged to obtain the participation of any or all of the subdivisions of local government (county, city, village, town, district, or other political subdivision, including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made.) to join in the county's subgrant application. Subgrantee applications will be accepted only from county or tribal governments.

Any Indian tribe or authorized tribal organization may also apply for participation in partnerships with neighbors and other local government entities or independently.

### Grant Application

The grant application package is due to the BDS Area Field Officer by **Friday, February 28, 2003**. This date applies to the Planning, Citizen Corps, and CERT subgrants. The BDS review committee will review applications and make award determinations within 30 days.

Separate application packages are required for each program. The BDS will award separate grants to allow for the tracking of program activities and expenditures.

Each grant application must include:

- ? Application for Assistance, Standard BDS Form 424
- ? Budget Information – Non-Construction Program, BDS Form 20-20

Proposed project costs, shall be presented by line item amounts and descriptions for categories including:

Personnel  
Fringe Benefits  
Travel  
Equipment  
Supplies  
Contractual  
Other

- ? A budget narrative, which will include any backup documentation or calculations that supports the above categories which are items 10a through 10f on the BDS Form 20-20, Competitive, 01/03.
- ? Summary Sheet for Assurances. and Certification, BDS Form 20-16, Competitive, 01/03.
- ? Assurances–Non-Construction Program, BDS Form 20-16A, 01/03.
- ? Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug -Free Workplace Requirements, BDS Form 20-16C Jan 03.
- ? Disclosure of Lobbying Activities, Standard BDS Form LLL
- ? Program Narrative identifying the activities for which funding is requested. The Program Narrative should include the following:
  - Individual activity location and name of subgrantees;
  - Activity title;
  - Individual activity costs, including Federal and nonfederal shares, if applicable;
  - Activity-specific scopes of work;
  - Certification that the Entity has evaluated the projects submitted and that the projects will be implemented in accordance with 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; and
  - Specific information for each program area is included in separate sections of this guidance. Applicants should ensure that the program specific requirements are also addressed in the grant application(s).

## BUDGET INFORMATION FOR APPLICATION

### Planning

For planning purposes, \$308,511 is available to counties and \$34,279 for Idaho tribes on a competitive basis. Any unobligated funds will be deobligated and returned to BDS.

### Citizen Corps

For Citizens Corps \$27,654 is available to counties and \$3,073 for Idaho tribes on a competitive basis. Any unobligated funds will be deobligated and returned to BDS.

### CERT

For CERT \$117,531 is available to counties and \$13,059 for Idaho tribes, on a competitive basis. Any unobligated funds will be deobligated and returned to BDS.

### Match Requirements

There is no cost-share or match requirement associated with the FY 02 supplemental funds.

### Administrative Costs

Costs to administer each of the programs will be limited to 5 percent of the grant award. The amount that subgrantees choose to apply towards administrative costs will not be in addition to the grant and subgrant amounts.

Administrative costs for each subgrantee will be limited to 5 percent of their subgrant award. Subgrantees may use administrative costs for grants management activities. Costs related to staffing to implement program activities are an eligible cost under each of the grants and do not need to be charged to the administrative costs. (For example, hiring a staff person to update the Emergency Operations Plan is an eligible activity under the Planning grant and is not an administrative cost.)

### Payment Schedule

All three subgrant programs will be paid quarterly on a reimbursement basis. The BDS FORM 2010 for will indicate the amount to be reimbursed to the county or tribe.

### Period of performance

All costs must be incurred within the performance period. Any funds not liquidated by the subgrantee within 30 days from the expiration date of the grant award will be deobligated and returned to BDS.

## Reporting Requirements

Each quarter, the Subgrantee must provide financial and program status reports to BDS that includes the status of each subgrant award approved under the subgrant Award.

## Audit Requirements

Single Audit Act requirements set forth in 44 CFR 13.26 applies to all grant assistance provided under this part. It is the responsibility of the subgrantee to comply with the audit requirement. Each sub grantee that expends Federal Funds of \$300,000 or more in any fiscal year including BDS funds must have an independent audit.

## Closeout

The subgrantee has responsibility for the closeout of activities and expenditures associated with the subgrant awards. In compliance with each program's performance period, the subgrantee must assure that the projects have been completed, reconcile subgrantee costs and payments, resolve negative audit findings, submit final reports and reconcile the closeout activities for each award.

## Document Retention

In compliance with state law and procedures and with 44 CFR 13.42, Subgrantees are required to retain records, including source documentation to support expenditures/costs incurred against the grant award, for three years until **March 31, 2004**. The subgrantee must resolve questioned costs that may result, from grant funding audited during the three-year record retention period, and return any disallowed costs funded for ineligible activities.

## REPORTING REQUIREMENTS

In compliance with 44 CFR 13.40 and 13.41, the Subgrantee is required to submit quarterly reports to the BDS office within the timeframe listed under the Grant Articles of Agreement. The following reports are required:

### Financial Status Report

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The Grantee is required to report expenditures on a BDS Form 20-10, Financial Status Report, within 15 days from the end of each quarter. Report submission dates are: **April 15, July 15, October 15 and December 16, 2003.**

### Performance Report

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The performance reports will provide a comparison of actual accomplishments to the stated project objectives. Where the output of the project can be quantified, that information shall be provided. BDS must also report the progress of each sub-grant award in their quarterly reports to FEMA. Additional reporting requirements will be added later.

See program specific guidance for reporting format for the performance of sub-grantees. Subgrantees may also include a narrative description of the subgrant activities. Reports are required within 15 days from the end of each quarter. Report submission dates are: **April 15, July 15, October 15 and December 16, 2003.**

### Final Reports

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Final financial and performance reports are required 15 days after the close of the grant, per 44 CFR 13.50. The last quarter report will be considered final and is due **December 16, 2003.**

Unobligated funds must be returned to the BDS no later than **December 31, 2003.** Returned unobligated funds may be disbursed to other authorized projects. Those subgrantees that receive additional funds will be required to amend their final. Amended reports are due 45 days after the close of the grant, or **January 15, 2004.**

### Closeout

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In compliance with 44 CFR 13.50, the following documents are due 15 days after the grant expires:

21. Final Performance or Progress Report: A summary of projects approved and completed within the Grant Award with final costs identified for each project.
22. Final Financial Status Report (BDS Form 20-10): Report of final expenditures from the subgrantee's accounting system.

23. Grant Purchased Equipment Inventory: Provide a list of equipment purchased with Subgrant Award funds that have a current per-unit fair market value of \$5,000 or more. BDS shall issue disposition instructions within 120 calendar days from receipt of the close out documents.

## Other Information

### **Maintenance of Effort/Supplanting of Funds**

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Subgrant funds shall be used to supplement and shall not supplant local funds dedicated to these efforts. Subgrantees may be requested to support maintenance of efforts through documentation supporting three previous years budgets dedicated to these efforts.

### **Duplication of Funding Sources**

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The Subgrantee must provide information pertaining to duplication of programs and identification of any other funding sources that may be used in conjunction with these funds.

### **Protection of Sensitive Information/Freedom of Information Act (FOIA)**

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To prevent any inadvertent release of information, the submitter must advise the BDS of its sensitive nature at the time the information is provided. A submitter should place restrictive or warning legends on its information to draw attention to its view that the information is sensitive and should be protected from disclosure. A notice might read as follows:

*NOTICE: THIS DOCUMENT CONTAINS CONFIDENTIAL, PRIVILEGED, OR OTHERWISE SENSITIVE INFORMATION THAT MAY BE EXEMPT FROM DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT.*

States and local communities should also be aware of the freedom of information (also known as "sunshine") laws and regulations within their jurisdiction. State and local laws may differ from Federal provisions and their effects may need to be considered when reporting sensitive information in the grant application, needs assessment, and planning process.

## Technical Assistance From the BDS

The BDS staff is available to assist applicants in a variety of ways to ensure that the application process, as well as the administration and implementation of the FY 2002 Supplemental funds, is handled efficiently and effectively.

- ? Technical Assistance may be requested through the BDS Boise and Area Field Offices.



- ? In addition to the guidance and tools provided in this package, the BDS continues to develop and refine additional materials to assist counties. Information on new materials will be provided to the subgrantees through the Area Field Offices.

## Program Specific Grant Guidance - Planning

CFDA Number: 83.562

This number is to be used as reference on the application and all reporting documents.

### Purpose

To assist local governments to upgrade existing plans and develop additional partnerships by conducting multi-county planning, and to achieve a greater level of response and recovery capability. Applications that reflect an inter-governmental and intra-governmental approach are highly desirable and will be scored higher.

### Scope

A cooperative strategy that may include counties, cities, EMS providers, fire departments, law enforcement, local health districts and hospitals, as well as school districts and highway districts. Such a strategy expands a single jurisdiction's ability to respond and recover from catastrophic incidents, such as natural, man-made, and terrorism incidents, including WMD, far beyond what is possible today. Projects should demonstrate a cooperative strategy. All jurisdictions within the county are eligible to submit projects as part of the county emergency management program application. It is to aid and assist in the planning and enhancement of existing all hazard plans. Preparedness can be brought to a new level by developing regional cooperation among multiple jurisdictions.

Resource consolidation, sharing and cooperation offer jurisdictions capabilities that alone they could not afford or justify. Assistance agreements, addressing events, which may expand beyond current planning, should be incorporated into regional plans. Responses that last weeks or months should be anticipated. The benefits of preparation will prove to be of great value when that event occurs and dwarfs anything that has occurred in the past. These awards are in keeping with the national preparedness strategy that supports local emergency responder efforts and thereby increases national capability.

### State Priorities

The following is a list of state priorities and suggestions.

1. Letters of cooperation to assist nearby jurisdictions during extreme events by sharing capabilities to supplement each other when local resources are not enough and providing assistance when possible during a disaster. **5 pts.**

*Jurisdictions recognize that alone, resources can be severely limited and thru a simple letter of intent, used only during a disaster, agencies can agree in advance to provide whatever assistance they can to each other.*

2. County Emergency Management plans written to interface with the State Emergency Operations Plan (EOP). **4pts.**

*Develop plans that directly tie the state EOP to county plans and defines the "bridge" between the two.*

3. Update current plans to include newly revised hospital and district health departments, public health preparedness, post-event smallpox and national pharmaceutical stockpile plans. Update current plans to include animal disease control measures, such as foot and mouth disease (FMD), as defined by the Department of Agriculture. **5pts.**

*Include new hospital and local district health department plans into local plans as well as coordinate with the new "players." (The response community needs to see that hospitals and health departments are now a critical part of the emergency response plan and incorporate their plans into county plans.)*

4. Evaluate the impact of a long-term response of police, fire, EMS, emergency management and policy-makers by defining the community's ability to continue operation, long after a significant event. and establish a resource allocation protocol for the extended response. **3pts.**
5. A survey to evaluate the impact on a community when responders have conflicting responsibilities, such as the impact of a fire fighter who is also an EMT. **3pts.**

*Many of the people who serve as EMT's, firefighters, HAZMAT teams, and reserve police officers derive their living from a full time job elsewhere. Some have multiple responsibilities in the response community. This survey can identify the impact and plan to maintain a response.*

6. The written approval of the community that has not been included in the county's emergency plan, as a signatory, accepting the new plan as the sanctioned emergency plan. **3pts.**

*Many smaller communities within may not be part of the county emergency management plan. Some may assume they do not need a plan if they are a small community. Emergency managers can work with the small community to clarify roles and responsibilities during a disaster. Mayors have the ability to receive assistance in planning by submitting an application through the county or signing documentation stating their community will use the county emergency plan.*

7. A study of the regional communication shortfalls that would exist in the event of a disaster and identification of an alternative way to communicate. **4pts**

*One common problem in every disaster is communication. Common frequencies in a region, access to that frequency, power outages, alternative communications and priority status for landlines could all be considered.*

8. A policy of implementing the Incident Management System (IMS). All participants should have an accepted common understanding of the IMS. Define the interface of the Emergency Operation Center (EOC) and the field level Emergency Management System. **4pts.**
9. Establishment of a "Delegation of Authority" policy that delegates the county emergency manager specific authority to coordinate or manage the county's response on behalf of the joint regional group. **5pts.**

## Performance Report

The performance reports will provide a comparison of actual accomplishments to the stated project objectives. The activities of each of the chosen State priorities listed above and how they helped to achieve the goal should be included. The timeline that is submitted in the application should be updated each quarter to reflect progress.

Reports should include:

1. Progress made during current quarter
2. Projected progress for next quarter.
3. Any changes made to overall scope.
4. Overall evaluation of progress year-to-date.

Any change in scope of work that impacts the overall goal of the program should receive prior written approval from the BDS and a description of that change should be included in the quarterly performance report. This can be by letter or email.

## Final Program Report

The final program report should include the same information reported during each quarter, but from an overall completed project perspective. If at the end of the performance period the goal is not realized, an explanation of the circumstances and a plan to achieve it would be needed.

In addition to the guidance and tools provided in this package, the State continues to develop and refine additional materials to assist local governments. Additional training is available to assist planners in assessing risk and developing plans.

See Final Financial Report for explanation of those requirements.

## Program Specific Grant Guidance – Citizens Corps Grant

CFDA Number: 83.564

This number is to be used as reference on the application and all reporting documents.

During the 2002 State of the Union Address, President George W. Bush announced the creation of USA Freedom Corps, a call to service for every American. Citizen Corps is the component of USA Freedom Corps that encompasses public education, training, and volunteer opportunities to engage all citizens in making their communities safer, stronger, and better prepared for preventing and handling threats of terrorism, crime, and disasters of all kinds. Because of FEMA's central mission of disaster mitigation, preparedness, and response and its existing relationship with state and local governments, the President asked FEMA to take the lead role in coordinating Citizen Corps.

Citizen Corps brings together leaders from law enforcement, fire services, emergency medical, emergency management, volunteer organizations, the private sector, and local elected officials to form Citizen Corps Councils. These Councils provide local oversight for engaging citizens in homeland security and for promoting community preparedness and family safety in three principal ways: through public education and outreach, through training opportunities, and through volunteer programs that draw on special skills and interests. One of these training programs is the Community Emergency Response Team (CERT) program, also administered by FEMA.

The FY 2002 Supplemental Funds for Citizen Corps will be used to support the formation of Citizen Corps Councils and the oversight and outreach responsibilities of these Councils.

### Purpose

The purpose of a Citizen Corps Council is to bring together the appropriate leadership in a community to focus on engaging citizens in homeland security and for promoting community preparedness and family safety. Citizen Corps Councils have the oversight responsibility to implement the official Citizen Corps programs offering training and volunteer opportunities and to conduct a strategic approach to public education and outreach in order to inform the public about crime prevention, mitigation, preparedness, and public health measures.

In its grant application for Citizen Corps Council activities, the applicant must include a timeline for developing a jurisdiction-wide strategy to implement Citizen Corps, including formation of local councils, and a description of how it will solicit members. The application should also include a description of the procedure it will use to meet reporting requirements.

Performance reports from subgrantees must include a summary of all local Citizen Corps Council activities, such as: public education and outreach; training; and

volunteer activities relating to community and family safety, with specific details on citizen participation in any Citizen Corps program (e.g. Neighborhood Watch, Medical Reserve Corps, etc.).

### Eligible Activities:

Applicants must develop a jurisdiction-wide strategic plan for Citizen Corps and implement the elements of that plan, including:

1. Establishment of Citizen Corps Councils at the local level. All jurisdictions are encouraged to make use of existing community planning boards and volunteer programs that promote the increased use of volunteers for homeland security or first-responder activities. These sources should be included in the jurisdiction-wide strategic plan.
2. Technical assistance and support to local governments in establishing Citizen Corps Councils and in expanding Citizen Corps activities (outreach, training, and volunteer programs) across the jurisdiction, to include travel expenses.
3. A method to track Citizen Corps activities across the jurisdiction.
4. A process to increase collaboration between the first-responder, emergency management community, volunteer groups and organizations, and other stakeholders.
5. Outreach and public education campaigns to promote Citizen Corps and community preparedness and family safety measures, to include printing, marketing, advertising, public service announcements, travel, and special events.
6. Additional planning, training, exercises, and supplies that support Citizen Corps Council activities.
7. Hiring personnel or contract support that directly support the accomplishment of these tasks.

Subgrantees are expected to prioritize activities in local governments that have a) an established Citizen Corps Council, b) a demonstrated commitment to community preparedness and family safety practices, or c) a high-risk profile based on crime, disaster vulnerabilities, public health issues. Examples of a commitment to community preparedness and family safety include:

- ? Existing outreach, training, or volunteer programs active in the area that promote community preparedness and family safety;
- ? Plans to use existing volunteer groups, such as Ameri\*Corps, American Red Cross, Points of Light Volunteer Centers, and others to manage and mobilize local volunteers;

- ? Community-based events or exercises that promote safety;
- ? Mutual aid agreements with other jurisdictions relating to community safety; and
- ? A commitment to citizen participation in crime prevention, emergency preparedness, mitigation, disaster response and recovery, and public health, to include volunteer coordination as part of the local Emergency Operations Plan.

Applications should address specific activities that meet these criteria and should include proposals for funding Citizen Corps Council activities and plans to implement Citizen Corps throughout the jurisdiction, to include:

- ? Establishing a Citizen Corps Council at the local level.
- ? Assessing risks;
- ? Assessing current resources;
- ? Developing a strategic approach to public education, training opportunities, volunteer programs, to include special needs populations;
- ? Implementing public education and outreach campaigns to promote Citizen Corps and community and family safety measures, to include printing, marketing, advertising, and special events;
- ? Establishing a tracking system to track activities and participants (in compliance with applicable privacy laws) and to support FEMA reporting requirements;
- ? Fostering an increased collaboration between the first-responder/emergency management community, volunteer groups, and other stakeholders;
- ? Using citizens in all aspects of crime prevention, mitigation, preparedness, disaster response and recovery, and public health activities; and
- ? Implementing the official Citizen Corps programs.
- ? Sponsor the CERT Training Program

## Program Reporting Requirements

In addition to the reporting requirements described in the general Grants Guidance, Subgrantees must submit the following information to the BDS quarterly.



## **Program Activity Report:**

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The subgrantee must submit a Program Activity Report to the BDS every quarter. subgrantee activities should be reported for the reporting period and for the cumulative period from the grant award date. Program Activity Reports shall include the following information:

### **Citizen Corps Council activities**

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1. Number of Citizen Corps Councils in the applicants territory, with contact information for the local point of contact, and an estimate of the percentage of the state/territory population covered by the local Councils.
2. Public education and outreach activities, including number of preparedness and mitigation publications distributed to the public, to include participation in official Citizen Corps programs,
3. Number of people trained in community preparedness and family safety measures, to include first aid, emergency preparedness, and general safety precautions, to include participation in official Citizen Corps programs,
4. Number of volunteers participating in formal programs relating to crime prevention, emergency preparedness, mitigation or response, and public health needs, to include participation in official Citizen Corps programs,
5. Total amount of grant fund used to date and for what activities,
6. Concerns regarding a jurisdiction's use of its grant allocation or difficulty in meeting any target goals. The report should also include any suggested remedies, and
7. Examples of citizen participation in community preparedness and family safety, including crime prevention, mitigation, preparedness, disaster response and recovery, and public health activities.

## **Additional Guidance and Information**

*Citizen Corps: A Guide for Local Officials* and citizen preparedness publications are available on the Citizen Corps website: <http://www.citizencorps.gov>.

## PROGRAM SPECIFIC GRANT GUIDANCE- COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)

CFDA Number: 83.564

This number is to be used as reference on the application and all reporting documents.

Communities are encouraged to examine the status for disaster preparedness. Determine if family, friends, or neighbors really know what to do if trained emergency responders cannot get to them in an emergency. The education of CERT can reduce community panic, fear, stress and chaos during a disaster. Here are some benefits using the CERT program that would satisfy and reassure local citizens.

? An effective CERT:

- Maintains a high level of home and workplace preparedness
- Member is informed about local risks and vulnerabilities
- Is committed to safety and well-being of their neighbors
- Promotes individual and team disaster skills
- Links directly to the emergency management system

? Individual Disaster Skills for CERT members provides:

- Home and workplace preparedness
- Fire safety
- Disaster first aid
- Search and rescue techniques
- Understanding the fear of terrorism
- Disaster psychology education
- Organization and management

### Application Guidance

These are the objectives that need to be accomplished with CERT funds:

1. Local governments need to initiate, organize, train and maintain a CERT.  
  
Use these teams as an emergency management resource, and  
As a volunteer pool to perform special projects that improve a community's preparedness.
2. Communities with already established CERT programs will be able to continue, maintain and expand upon them.

### **In the application for CERT funding, the subgrantee must:**

3. Provide a task schedule with milestone dates for completion.

4. Include a timeline for the use of funds within the performance period.
5. Identify the proposed number of trained CERT instructors who will be needed to provide this training within the sub grantee's jurisdiction.
6. Identify the projected number of people who will be trained using the CERT program.
7. Include a plan for retaining CERT members, indicating how they can be used to supplement emergency management activities in disaster and non-disaster situations.
8. Submit a clear, achievable and detailed program narrative with goal, objectives and scope of work.
9. Provide a summary of how and when CERT will be initiated, organized, trained and maintained.
10. Present a detailed list of projected expenses. (Note: Include any non-expendable classroom equipment with explanation of its use.)
11. Include any existing CERT program with an explanation of its current status and how it may be improved and expanded.

### Award criteria includes

1. High consideration will be placed on those applicants who demonstrate active relationships between cities, counties, LEPC's and emergency managers. For example, provide a letter of joint participation from all agencies and disciplines to show the active working relationship.
2. Also high consideration will be given to those applicants who demonstrate expansion efforts in existing public training/education programs. Provide a letter of participation from all current public training and education programs that are willing to put together a CERT program. This can include plans to improve existing CERT programs.

### Technical Assistance

The Bureau of Disaster Services can provide CERT Train-the-Trainer courses as well as promote and present the program to communities. Instructors can be drawn from the local community.

#### **Sources for delivery of this program at the local level include:**

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- ? Local emergency management and response personnel,
- ? Education training centers, schools and

- ? Other training sources.

### Allowable costs

- ? Instructor preparation and delivery time.
- ? Creation and maintenance of CERT training and tracking database.
- ? Rental of training facility.
- ? CERT members' hardhat, safety vest, goggles and gloves. (Note: Any equipment or uniforms will be green in color.)
- ? CERT identification items such as armbands, pins or ID cards. (All identification should be green in color.)
- ? Printing of CERT material to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage.
- ? Other items applicable to CERT as explained in jurisdictions work plan.
- ? Non-expendable classroom equipment for CERT delivery is limited to 10% of the grant award. (Identification of this must be included in the subgrantee application for pre-approval. Note: Items purchased over \$5,000.00 will be dispositioned by FEMA.)
- ? Contractual services acquired for the specific purpose of training and educating CERT members. (Regardless of the training source, the CERT program must be managed and maintained by a public sector emergency management or response agency, or the local Citizen Corps Council.)
- ? Program administration up to 5% of the sub grant award.  
Administrative costs may be used to support grants management activities, such as the preparation of grant applications, quarterly reports and monitoring of programs.

### Program Reporting

The subgrantee must submit quarterly reports to the State of Idaho Bureau of Disaster Services office. Program reports shall include the following information:

1. Number of CERT trainers trained, by location.
2. The total number of members trained since receiving the grant, by location.
3. Communities that have an existing CERT program may also include a category on the number of people trained in CERT since September 2001 within the first quarter report.

4. Report any CERT activation for emergency and non-emergency situations. This will include situations where CERT members have augmented a community's emergency management capability.

Examples of emergency and non-emergency use of CERT in the community could include any special project or activity that enhances a community's preparedness.

- ? Explain the activation.
- ? Describe the members needed.
- ? Report the number of members used and their tasks.
- ? Explain how were they activated, tracked and de-activated.
- ? Report concerns regarding a jurisdiction using its grant allocation or meeting its training targets. Include any suggested remedies.

## ATTACHMENTS

### Attachment 1 -- JOINT EXERCISE OF POWERS

**TITLE 67**  
**STATE GOVERNMENT AND STATE AFFAIRS**  
**CHAPTER 23**  
**MISCELLANEOUS PROVISIONS**

**67-2328. JOINT EXERCISE OF POWERS.**

- (a) Any power, privilege or authority, authorized by the Idaho Constitution, statute or charter, held by the state of Idaho or a public agency of said state, may be exercised and enjoyed jointly with the state of Idaho or any other public agency of this state having the same powers, privilege or authority; but never beyond the limitation of such powers, privileges or authority; and the state or public agency of the state, may exercise such powers, privileges and authority jointly with the United States, any other state, or public agency of any of them, to the extent that the laws of the United States or sister state, grant similar powers, privileges or authority, to the United States and its public agencies, or to the sister state and its public agencies; and provided the laws of the United States or a sister state allow such exercise of joint power, privilege or authority. The state or any public agency thereof when acting jointly with another public agency of this state may exercise and enjoy the power, privilege and authority conferred by this act; but nothing in this act shall be construed to extend the jurisdiction, power, privilege or authority of the state or public agency thereof, beyond the power, privilege or authority said state or public agency might have if acting alone.
- (b) Any state or public agency may enter into agreements with one another for joint or cooperative action, which includes, but is not limited to, joint use, ownership and/or operation agreements pursuant to the provisions of this act. Appropriate action by ordinance, resolution, or otherwise pursuant to law of the governing bodies of these participating public agencies shall be necessary before any such agreement may enter into force.
- (c) Any such agreement shall specify the following:
  - (1) Its duration.
  - (2) The precise organization, composition and nature of any separate legal or administrative entity created thereby together with the powers delegated thereto, provided such entity may be legally created.
  - (3) Its purpose or purposes.
  - (4) The manner of financing the joint or cooperative undertaking and of establishing and maintaining a budget therefore.
  - (5) The permissible method or methods to be employed in accomplishing the partial or complete termination of the agreement and for disposing of property upon such partial or complete termination.
  - (6) Any other necessary and proper matters.
- (d) In the event that the agreement does not establish a separate legal entity to conduct the joint or cooperative undertaking, the agreement shall, in addition to items (1), (3), (4), (5), and (6) of subsection (c) of this section, contain the following:

- (1) Provision for an administrator or a joint board responsible for administering the joint or cooperative undertaking. In the case of a joint board, public agencies party to the agreement shall be represented.
- (2) The manner of acquiring, holding, and disposing of real and personal property used in the joint or cooperative undertaking.
- (3) No agreement made pursuant to this act shall relieve any public agency of any obligation or responsibility imposed upon it by law except that to the extent of actual and timely performance thereof by a joint board or other legal or administrative entity created by an agreement made hereunder, said performances may be offered in satisfaction of the obligation or responsibility.

## Attachment 2 – Blank Forms

The following pages contain forms for the application of the 2002 Supplemental Subgrants. Please complete one set for each subgrant including all forms.

For assistance in completing these forms, please see the BDS Boise Staff or Area Field Officer in the local Region.



## IDAHO BUREAU OF DISASTER SERVICES

## APPLICATION FOR ASSISTANCE

## 1. TYPE OF SUBMISSION

☐  
☒

Construction

Non-Construction

## 2. DATE SUBMITTED

## 3. DATE RECEIVED BY STATE

## 4. NAME OF STATE AGENCY

Idaho Bureau of Disaster Services

## 5. CFDA NUMBER

## APPLICANT INFORMATION

## 6. LEGAL NAME &amp; ADDRESS OF APPLICANT

## 7. NAME AND NUMBER OF CONTACT PERSON REGARDING THIS APPLICATION

## 8. TYPE OF APPLICATION

Sub grantee

## 9. TAX ID NUMBER

## 9. TYPE OF APPLICANT (Circle appropriate letter)

A. State

H. Independent School Dist.

B. County

I. State Controlled Institution of Higher Learning

C. Municipal

J. Private University

D. Township

K. Indian Tribe

E. Interstate

L. Individual

F. Intermunicipal

M. Profit Organization

G. Special District

N. Other (Specify)

## 10. NAME OF GRANT

## 11. AREAS AFFECTED BY PROJECT (Cities, Districts, etc.)

## 12. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT

## 13. PROPOSED PROJECT

Start Date:

Ending Date

## ESTIMATED FUNDING

## 14. Requested Amount

## Non Federal Participation

## 15. Total Local non Federal

## 16. Other Sources non Federal

TOTAL of 15, &amp; 16,

## 17. Total (14 through 16)

## 15. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

If "Yes," attach an explanation

No

16. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ENCLOSED ASSURANCES IF THE ASSISTANCE IS AW

a. Name of County Commissioner (printed)

b. Title

c. Signature of County Commissioner

d. Date signed

e. Telephone Number

f. Name of Authorized BDS Official

g. Title

h. Signature of Authorized BDS Official

i. Date Signed

j. Telephone Number

**IDAHO STATE BUREAU OF DISASTER SERVICES**  
**SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS**  
**2002 SUPPLEMENTAL SUBGRANT**

*O.M.B. No. 3067-0206*  
*Expires February 29, 2004*

FOR FISCAL YEAR	SUBGRANT TITLE	NAME OF APPLICANT
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This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

- |                 |  |   |
|-----------------|--|---|
| <b>Part I</b>   | <input checked="checked" type="checkbox"/> | BDS Form 20-16A, Assurances-Nonconstruction Programs  |
| <b>Part II</b>  | <input type="checkbox"/>                   | BDS Form 20-16B, Assurances-Construction Programs   |
| <b>Part III</b> | <input type="checkbox"/>                   | BDS Form 20-16C, Certifications Regarding Lobbying;<br>Debarment, Suspension, and Other Responsibility<br>Matters; and Drug-Free Workplace Requirements |
| <b>Part IV</b>  | <input checked="checked" type="checkbox"/> | SF LLL, Disclosure of Lobbying Activities (If applicable)   |

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Typed Name of County Commissioner	Title
-----------------------------------	-------

Signature of County Commissioner	Date Signed
----------------------------------	-------------

**NOTE:** By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by BDS entering into this transaction.

**Paperwork Burden Disclosure Notice**

"Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472." You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form. Please do not send your completed form to the above

**IDAHO STATE BUREAU OF DISASTER SERVICES**  
**SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS**  
**2002 SUPPLEMENTAL SUBGRANT**

**Note:** Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. I

**As the duly authorized representative of the applicant, I certify that the applicant:**

- |   |  |
|---|--|
| <p>1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of t</p>    | <p>alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of</p> |
| <p>2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and</p>    | <p>relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrim</p> |
| <p>3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.</p>  | <p>7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide</p>  |
| <p>4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.</p>  | <p>for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal parti</p>  |
| <p>5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Sta</p>    | <p>8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</p>                          |
| <p>6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b</p>     | <p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a- 7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Secti</p>     |
| <p>the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis o</p> | <p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purch</p>     |

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO)

11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State

Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as

93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Histori

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this awa

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Approved by OMB

0348-0046

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract</p> <p><input checked="" type="checkbox"/> b. grant</p> <p><input type="checkbox"/> c. cooperative agreement</p> <p><input type="checkbox"/> d. loan</p> <p><input type="checkbox"/> e. loan guarantee</p> <p><input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input checked="" type="checkbox"/> a. bid/offer/application</p> <p><input type="checkbox"/> b. initial award</p> <p><input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input checked="" type="checkbox"/> a. initial filing</p> <p><input type="checkbox"/> b. material change</p> <p>For Material Change Only:</p> <p>year _____ quarter _____</p> <p>date of last report _____</p>
--	--	--

6. Federal Department/Agency: <b>Federal Emergency Management Agency</b> 8. Grantee Name <b>Idaho State Bureau of Disaster Services</b>	7. Federal Program Name/Description:  CFDA Number, if applicable: _____
--	---

<p>11. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</p>
---	--

<b>Signature:</b> _____	
<b>Print Name:</b> _____	
<b>Title:</b> _____	
<b>Telephone No.:</b> _____	<b>Date:</b> _____

Authorized for Local Reproduction  
Standard Form - LLL

## 2002 SUPPLEMENTAL SUBGRANT PROGRAM NARRATIVE

Performance Period: December 2, 2002 - December 1, 2003

**Applicant**

**Program that this Narrative Describes.**

*Attach any additional pages as necessary.*

# APPLICATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS

## 2002 SUPPLEMENTAL SUBGRANT

1. SUB GRANTEE NAME AND ADDRESS	2. SUBGRANT THIS APPLICATION REPRESENTS	3. SUB GRANTEE TAX ID NUMBER

4. PERFORMANCE PERIOD OF THIS SUBGRANT	6. Sub grantee Project Budget as Approved Federal and Non Federal	<i>If Applying for more than one subgrant, please use separate forms for each subgrant. Include with this form a budget narrative describing how each category of object class was derived.</i>
12/2/2002 - 12/01/03		
	100%	
Program # _____ →		
CFDA Number _____ →		
Object Class		
a. Personnel		
b. Fringe Benefits		
c. Travel		
d. Equipment		
e. Supplies		
f. Contractual		
g. Other		
h. Total (10a through 10g)		
<b>Non-Federal Participation</b>		
j. State		
k. County		
l. Local		
m. Other Sources		
n. Total (Sum of 10j through 10m)		

### Application Package Requirements

1. BDS Form 424, Competative, 01/03 (As the Cover)
2. This BDS Form 20-20, Competitive 01/03
3. Budget Narrative - A document that describes how each category of Object Class on this form is derived.
4. BDS Form 2016, 01/03
5. BDS Form 20-16A, 01/03
6. BDS Form 20-16A (BACK), Jan 03
7. BDS Form - Program Narrative, 01/03

I, the below authorized official, certify that this is the approved budget for the 2002 Supplemental Planning Subgrant.

9. Signature of County Clerk	10. Name and Title (Type or Print)	11. Telephone Number, Extension	12. Date Submitted

BDS Form 20-20, Competitive 01/03